We claim:

1. An electronic information management system for abstracting and reporting document information, comprising:

(a) a computer communicating with an electronic database;

(b) an input device operatively connected to said computer for entering document information into said database;

(c) a plurality of electronic indexing tags at predetermined locations within the stored document information and cooperating with a computer program to capture and retrieve selected portions of the document information; and

(d) a display device operatively connected to said computer for displaying the selected portions of document information apart from non-selected portions of document information.

2. An electronic information management system according to claim 1, wherein said document information comprises text relating to multiple different subject matters, and wherein said plurality of tags are located within said document information to capture and retrieve text relating to a desired one of said multiple different subject matters.

3. An electronic information management system according to claim 1, wherein the document information comprises a commercial real estate lease.

4. An electronic information management system according to claim 3, wherein said database comprises a plurality of lease abstracting fields adapted for being populated by the user based on data contained in the document information.

5. An electronic information management system according to claim 4, wherein said database comprises a plurality of separate electronic records containing a corresponding plurality of commercial real estate leases stored in said database.

6. An electronic information management system according to claim 5, wherein the data recorded in said lease abstracting fields is selected from a data group consisting of tenant identification, landlord identification, lease term dates, leased space information, landlord costs, minimum rent, recurring charges, percentage rent, non-financial, contacts, lease issues, renewal options, security deposits, late fees, and estoppels.

7. An electronic information management system according to claim 6, and comprising means for generating a customized report of data contained in selected ones of the lease abstracting fields.

8. An electronic information management system according to claim 1, wherein said electronic database is accessible by multiple users at the same time via a global communications network.

9. An electronic information management system for abstracting and reporting contract information, comprising:

(a) a computer communicating with an electronic database;

(b) an input device operatively connected to said computer for entering contract information into said database;

(c) a plurality of electronic indexing tags at predetermined locations within the stored contract information and cooperating with a computer program to capture and retrieve selected sections of the contract information;

(d) a section summary prepared for each of the indexed contract sections, said summary being recorded in a field electronically linked to at least one of said indexing tags,

whereby a user viewing said section summary can drill down into the stored contract information to retrieve the contract section corresponding to said at least one electronically linked indexing tag; and

(e) a display device operatively connected to said computer for simultaneously displaying said section summary and the corresponding contract section.

10. An electronic information management system according to claim 9, wherein said database comprises a plurality of contract abstracting fields adapted for being populated by the user based on data contained in the contract information.

11. An electronic information management system according to claim 10, wherein the contract information comprises a commercial real estate lease.

12. An electronic information management system according to claim 11, wherein said database comprises a plurality of separate electronic records containing a corresponding plurality of commercial real estate leases stored in said database.

13. An electronic information management system according to claim 12, wherein the data recorded in said contract abstracting fields is selected from a data group consisting of tenant identification, landlord identification, lease term dates, leased space information, landlord costs, minimum rent, recurring charges, percentage rent, non-financial, contacts, lease issues, renewal options, security deposits, late fees, and estoppels.

14. An electronic information management system according to claim 13, and comprising means for generating a customized report of data contained in selected ones of the contract abstracting fields.

15. An electronic information management system according to claim 9, wherein said section summary comprises a copied portion of the tagged section of contract information.

16. An electronic information management system according to claim 9, wherein said electronic database is accessible by multiple users at the same time via a global communications network.

17. An electronic information management process for abstracting and reporting document information, said process comprising the steps of:

(a) entering document information into an electronic database;

(b) inserting a plurality of electronic indexing tags at predetermined locations within the stored document information, the indexing tags cooperating with a computer program to capture and retrieve selected portions of the document information; and

(c) displaying the selected portions of the document information to a user apart from non-selected portions of the document information.

18. An electronic information management process according to claim 17, and comprising separately displaying text relating to one of multiple different subject matters discussed in the document information.

19. An electronic information management process for abstracting and reporting contract information, said process comprising the steps of:

(a) entering contract information into an electronic database;

(b) inserting a plurality of electronic indexing tags at predetermined locations within the stored contract information, the indexing tags cooperating with a computer

program to capture and retrieve selected sections of the contract information;

(c) preparing a section summary for each of the indexed contract sections, the section summary being recorded in a field of the database;

(d) electronically linking the section summary field to at least one of the indexing tags, whereby a user viewing the section summary can drill down into the stored contract information to retrieve the contract section corresponding to the at least one electronically linked indexing tag; and

(e) simultaneously displaying to the user the section summary and the corresponding contract section.

20. An electronic information management process according to claim 19, and comprising the step of populating a plurality of contract abstracting fields of the database based on data contained in the contract information.

21. An electronic information management process according to claim 20, wherein the contract information comprises a commercial real estate lease.

22. An electronic information management process according to claim 21, and comprising the step of creating a plurality of separate electronic records for a corresponding plurality of commercial real estate leases stored in the database.

23. An electronic information management process according to claim 22, wherein the data recorded in the contract abstracting fields is selected from a data group consisting of tenant identification, landlord identification, lease term dates, leased space information, landlord costs, minimum rent, recurring charges, percentage rent, non-financial, contacts, lease issues, renewal options, security deposits, late fees, and estoppels.

24. An electronic information management process according to claim 23, and comprising the step of generating a customized report of data contained in selected ones of the contract abstracting fields.

25. An electronic information management process according to claim 19, and comprising the step of copying a portion of the tagged section of contract information into the section summary.

26. An electronic information management process according to claim 19, and comprising the step of making the electronic database accessible to multiple users via a global communications network.

27. A computer readable memory medium encoded with data representing a computer program adapted for use by a computer to direct the computer to execute a process for abstracting and reporting document information, said memory medium comprising:

(a) means for entering document information into an electronic database;

(b) means for inserting a plurality of electronic indexing tags at predetermined locations within the stored document information, said indexing tags cooperating with a computer program to capture and retrieve selected portions of the document information; and

(c) means for displaying the selected portions of document information to a user apart from non-selected portions of document information.